

**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
***PO Box 45811, Olympia WA 98504-5811***

November 14, 2003

TO: All Potential Bidders

FROM: Sheila R. Anderson, RFQ 0334-136 Coordinator  
DSHS Central Contract Services

SUBJECT: Amendment No. 2 – Extension of Due Date for Bidders' Letter of Intent  
Request for Qualifications #0334-136 for Community Residential Service  
Evaluators (DDD)

Amend RFQ #0334-136 by extending the Due Date for Bidders to submit their Letter of Intent, to November 26, 2003 by 5:00 p.m., by amending the RFQ Schedule (page ii) and Section 4.5 (page 6) of the RFQ. Amended pages are attached to this memo.

## RFQ Schedule

<u>Event</u>	<u>Date</u>
Issue RFQ	October 30, 2003
Questions from Bidders Due	November 12, 2003
Questions Answered and Distributed to Potential Bidders (estimated)	November 17, 2003
Letters of Intent Due to CCS	November 26, 2003
<b>Proposals Due (5:00 P.M. PST)</b>	<b>December 2, 2003</b>
Evaluate Proposals	December 4 <sup>th</sup> – 5 <sup>th</sup> , 2003
Notify Apparently Successful Bidder(s), (estimated)	December 12, 2003
Requests for Debriefing Conferences Due (estimated)	December 16, 2003
Protests Due (estimated)	December 19, 2003
Contract Start Date (estimated)	January 6, 2004

DSHS reserves the right to revise this schedule and will notify you of any changes in the schedule.

---

### **Mailing and Delivery Addresses**

#### Mailing Address (U.S. Post Office Only)

Department of Social and Health Services  
Central Contract Services, Attention: Sheila R. Anderson, RFQ Coordinator  
**PO Box 45811**  
Olympia, Washington 98504-45811

#### Hand Delivery Address (Not for U.S. Postal Delivery)

Department of Social and Health Services  
Central Contract Services, Attention: Sheila R. Anderson, RFQ Coordinator  
**Blake Office Park East**  
**4500 10<sup>th</sup> Avenue SE, 2<sup>nd</sup> Floor**  
**Lacey, Washington 98503**

(When sending e-mail please state procurement number #0334-136 in the subject line.)

DSHS may disqualify your proposal if you communicate with any person other than the RFQ Coordinator, or the RFQ Coordinator's designee, regarding this RFQ. You should only rely on written statements issued by the RFQ Coordinator.

You may not use facsimile communication ("fax") to submit either:

- Your proposal (or any portion of your proposal); or
- Any protest.

You may send all other documents allowed under this RFQ by fax.

#### **4.3 Contacting the RFQ Coordinator**

You may contact the RFQ Coordinator by fax at any time if you have a question on your eligibility to bid, on the procedural requirements for this RFQ, or on any instructions in the RFQ or in an exhibit.

Please communicate your question either by fax, e-mail, or by voice-mail.

All other questions should be submitted in writing as bidders' questions. These will be answered in writing as the DSHS Answers to Bidders' Questions. (See Section 4.4 below.)

#### **4.4 Asking Questions about this RFQ**

You must send any questions to the RFQ Coordinator, in writing, and no later than **November 12, 2003** with a clearly identifiable heading referencing RFQ No. 0334-136. DSHS will answer only questions received by this due date.

The RFQ Coordinator will send you a copy of all questions and DSHS's answers. The answers are an amendment to the RFQ.

#### **4.5 Letter of Intent**

If you intend to submit a proposal in response to this RFQ, fax or mail a letter of your intent to the RFQ Coordinator by **November 26, 2003**.

You must submit a Letter of Intent so that a Bidder Number can be assigned to you for submitting your proposal. You must use your assigned Bidder Number for those portions of your proposal, which must be "blind," i.e., which must not have identifying information. See Section 5.1.